



**Missouri State**  
UNIVERSITY

***EPP BSED Committee  
Meeting Minutes***  
December 8, 2017

**I. Call to order**

Dr. Danielle Lillge called to order the regular meeting of the Bachelor of Science in Education Committee at 1:30 p.m. on December 8, 2017 in Karl 235.

Present: Tamara Arthaud, Amanda Byrd (on behalf of Kim Dubree), Karen Engler, Steve Hinch, Andrew Homburg, Danielle Lillge, Carol Maples, Holly Metcalf, Michelle Morgan, Gay Ragan, Gayle Runke, Kimberly Stormer, and Tonia Tinsley.

**II. Approval of minutes from last meeting**

Minutes from November 10, 2017 meeting stand approved.

**III. Updates**

1. EPPC: Dr. Chris Craig

- a. We need to set in place structures for the AAT agreement so the OTC situation does not occur again. A clarifying document is in progress and the intention is to have it completed and circulated in January 2018.
- b. The BSEd Committee will be participating in Dr. Engler's Director of Secondary Education evaluation sometime in January.
- c. Dr. Craig has learned that the COE has an exit exam which may be useful for the entire unit in collecting data. Dr. Lillge noted that COE requires all student teachers to complete the survey by the end of the semester or their certificate is withheld.
- d. Dr. Suzanne Hull from DESE met with leadership in November.
- e. Dr. Sottile sent instructions on how to access the APR report. It is not to be shared. Please make sure your program's list is correct.
- f. The Committee on Diversity's proposal to add Diversity Proficiencies to Taskstream passed. Dr. Sottile and Travis Marler will attend the next Diversity Committee meeting to gather more specifics.
- g. This committee's bylaw change proposal passed.
- h. The Program Review Committee schedule went out for spring 2018 along with the questions. A concern was flagged via that committee about provision for training.

2. Director of Secondary Education: Dr. Karen Engler

- a. The periodicity of the Professional Education block of courses was distributed. This is a good tool for advisors.
  - i. EDC 150 has caused some confusion because appropriate changes have not yet been made to the catalog. Only transfer students transferring PEU 015 are to take the class but the course description does not reflect that. A new EDC 150 description will be proposed in spring. Both are first block only for fall and spring. There is no summer course.

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- ii. SEC 302 has improved scheduling. All lab time slots have been removed. One lab is available and days and times will be chosen later. Students must select “all campuses” to register. Electronic waitlists have also been added. Discussion.
  - 1) There is concern from the committee that students may struggle with this kind of schedule. They may register for classes that will not allow enough time for practicum.
  - 2) Students have experienced trouble registering for SEC 302. Dr. Sawyer extended classes to 35 seats to accommodate waitlisted students. Those students that are unable to get into SEC 302 are going to be held up a semester because they cannot progress without it. Maybe it would be possible to set aside a certain number of seats for Secondary Education. Dr. Engler said RFT is willing to open more sections if needed.
- iii. EDC 345 has an evening section added. Twenty-four seats are available. Discussion.
  - 1) There are six sections of EDC 345 offered spring 2018. There are full-time, part-time, and per course faculty teaching the sections. The RFT Department is discussing a uniform syllabus and trying to bring consistency across all sections.
- iv. EDC 350 has an added class for spring and one for summer but there is no guarantee that it will be offered summer 2019. Adding sections is based on budget, instructor availability, and seating availability.
- v. RDG 574 will not be offered summer 2018 unless need is demonstrated. There are five seats available for spring 2018. Let Dr. Engler or Vicki Kramer know as soon as possible whether you think you have students that need RDG 574.
- vi. SFR 486 courses are offered online. Sections will be added if needed.

Dr. Engler will email the Professional Courses spreadsheet to this committee.

- b. TESOL is joining Secondary Education as a program. Dr. Andrea Hellman is the Program Coordinator and will be meeting with Dr. Craig and Dr. Engler next week.
- c. The Secondary Education office is moving on Monday to Carrington 417A.

The committee agrees to deviate from the agenda to consider SEC 302 under Old Business to accommodate Dr. Hinch’s schedule.

- 3. SEC 302 and Taskstream Assessment Management (handout: SEC 302 Taskstream Data)
  - a. The Committee reviewed the handout. The intention is to reduce the Taskstream workload. There is discussion about the unit plan and cover sheet, lesson plan and cover sheet, resume, and experiential log.
    - Motion to recommend that the initial artifact and cover sheet, professional resume, and unit plan and cover sheet be omitted from Taskstream. Second. Discussion.
    - Vote: No: 4 Abstain: 1 Yes: 4
    - There was a question of a quorum present. Quorum established.
  - b. Dr. Lillge proposed to invite Dr. Hinch to attend the January BSEd Committee meeting to continue discussion about SEC 302 and vote on the Taskstream issue.
    - Motion to remove cover sheets from Taskstream. Second. Discussion.
    - Vote: No: 2 Abstain: 0 Yes: 7
- 4. Director of Certification, Field Experiences and Data Management: Kim Dubree
  - a. Amanda Byrd appeared on behalf of Kim Dubree. No report.

5. Ad hoc committee: Video Orientation to Secondary Education (Dr. Michelle Morgan, Chair [handout: Video Orientation Talking Points)
  - a. The Ad hoc committee is looking for direction from the BSEd Committee as to what elements from the Secondary Education Handbook should be included in this project. BSEd Committee members reviewed handout to determine whether any items should be removed.
    - i. Several volunteers are needed for the videos.
    - ii. Any changes to from DESE affecting the content of completed videos would necessitate new videos.
    - iii. Discussion as to whether this is critically addressing a standing need for our students. There may be other options such as a Secondary Education Open House.
    - iv. The committee decides that they will continue to monitor to determine if there is a need considering the amount of work involved.

#### **IV. Old Business**

1. Reconsidering Committee Meeting Times
  - a. The committee agrees that meeting time is 10:00 a.m. to 12:00 p.m. on Fridays for spring 2018. Those that are unable to attend at that time need to send a substitute representative.
2. February Advisory Committee Planning (handout: Advisory Invitees)
  - a. The purpose of the Advisory Council meeting is to collect data that impacts our students on their students' learning. Dr. Danielle had conversations with Travis Marler and Ximena Uribe-Zarain about what should be discussed. Dr. Lillge requested they bring the student exit survey from fall 2017 and combine the data to present at the January committee meeting. They will also attend the February BSEd and Advisory Council meeting in February. The invitee roster will be emailed for review. Please send changes to Vicki Kramer by Friday, December 15.
3. Dr. Craig asked the committee for a list of concerns regarding the AAT with OTC. Dr. Lillge proposed that a survey be sent to the committee so questions and be articulated. Dr. Lillge will compile and email for review before forwarding to Dr. Craig.

#### **V. New Business**

1. No New Business items.

Dr. Danielle Lillge adjourned the meeting at 3:32 p.m.  
Respectfully submitted by: Vicki Kramer